Freedom of Information

Application Form - Access to Documents

Contact Information:

Name: _____

Postal Address: _____

Phone No (BH): _____

Email Address: _____

Terms of Request: (Refer to section on next page)

Under the *Freedom of Information Act 1982* (Vic) (FOI Act), I request access to the following document(s):

If there is insufficient space, please attach additional page(s).

Form of Access: (Select appropriate box)

☐ Copies of Documents (please specify): ☐ Inspection only

☐ Electronic copies

☐ Hard copies

Deletion of exempt matter or irrelevant material

☐ I Agree: to receive access to redacted document(s) under Section 25 of the FOI Act, in order to receive the part of the document(s) that can be released.

Acknowledgment:

- I enclose an application fee of $34.50 which is payable for this application.
- I understand that I will be supplied with a statement of further charges if appropriate.

Signature: _____ Date: _____

Privacy Collection Statement

The personal information collected on this form by the Bass Coast Shire Council will only be used to assist in the processing of your request in accordance with the *Freedom of Information Act 1982* (Vic). If you do not provide all or part of the personal information required, we may not be able to process your request in an effective and efficient manner and you may not receive all the information that you could be entitled to. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law.

The personal information will be stored in accordance with the *Privacy and Data Protection Act 2014* (Vic). For more information, please refer to Council's Privacy page. You can request access or amend your personal information by contacting Council's Privacy Officer on 1300 BCOAST (226278) or basscoast@basscoast.vic.gov.au

[1] Fee as at 1 July 2026 (GST Exempt)

Information Sheet

FOI Overview

The FOI Act enables any member of the community to request information held by Government and their agencies.

This service cannot be used to access documents that are already available publicly or those that require a statutory fee i.e. requesting a copy of your house plans.

Lodging an Application

Please submit the completed application form and fee payment to:

Freedom of Information Officer
Bass Coast Shire Council
P.O. Box 118
WONTHAGGI VIC 3995
basscoast@basscoast.vic.gov.au

Payment Options: You can pay via Cash, Cheque or Credit Card Authority.

Application Fee Waiver: If you consider you are entitled to have the application fee waived, please submit a request with supporting documentation (such as your current pension card or health care card).

Terms of Request

The request must be specific; including the type and date range of document(s) you are requesting. If the terms of your request are not deemed sufficiently clear; under Section 17 of the FOI Act you will be asked to provide clarification.

Access Charges

Access Charges are in addition to the application fee and are based on the documents to be released. You will be notified of the additional amount to be paid. Refer to FOI Schedule of Fees.

Processing Timeframes

The timeframes for processing an FOI Application will vary depending on access charges and appeal rights.

- The timeframe for processing a valid FOI Application is 30 days, this commences from the date when the terms of the request are determined to be sufficiently clear to proceed and application fee paid.
- If access charges exceed $70 then the 30-day timeframe commences upon payment of a deposit towards the charges.
- If you are seeking access to the personal information of an individual within the document(s) requested, and a decision is made to release that information, we are required to notify the affected individual of their right to appeal the decision to VCAT. The individual has 60 days in which to lodge their appeal with VCAT.
- Council confirms with VCAT if an appeal has been lodged:
    - If no appeal has been lodged – the document(s) can be released.
    - If an appeal has been lodged – no document(s) will be released until outcome determined by VCAT.

Additional Information

Contact Council's Freedom of Information Officer on 1300 BCOAST (226 278) or (03) 5671 2211.

For further information on FOI, visit: The Office of the Victorian Information Commissioner website at: www.ovic.vic.gov.au.